

PRINCIPAL PETROLEUM ENGINEER

DEFINITION: Under direction, performs advance professional petroleum engineering work of considerable difficulty and complexity with responsibility in overseeing the Navajo Nation's oil and gas exploration, development, valuation, recovery, production and protection; serves as an expert petroleum engineer for the Nation; supervises assigned professional petroleum engineering staff; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Manages the recovery, production, conservation, storage, inspection and protection of the Nation's petroleum and oil resources; develops technical information on the Nation's unexplored and existing oil and gas deposits and reserves; determines their potential and overall value to industry standards as it relates to the economy; determines and establishes fair market value to obtain highest optimum return for the Nation; advises decision makers during contract negotiations.

Projects revenues from oil and gas operation; advises on shortfalls and/or potential increase in revenue; predicts life of oil and gas reserves; provides recommendations where policy matters become a major issue; conducts investigations and prepares reports on complex and sensitive issues; handles controversial technical issues where major economic, social and political activities deviate and impact the Nation's oil and gas revenue activities; addresses and reconciles abroad range of highly complex problems of petroleum engineering.

Reviews and advises on corporate applications for permit to drill and explore for oil and gas; reviews and recommends approval for oil and gas pipeline right of ways; establishes and maintains automated computer records of oil and gas production and sales; tracks revenues from oil and gas operations; reviews and recommends approval of applications for oil and gas lease assignments; provides revenue projections.

Coordinates with Nation departments, federal and state agencies to implement agreements on oil and gas field inspection programs; assures compliance reports meet government standards; schedules and supervises oil and gas field inspections; assures oil and gas leases are inspected at a minimum of once per year; ensures that annual gas and oil field inspection plans are implemented according to rules and regulations of both the Navajo Nation and Bureau of Land Management (BLM); coordinates with BLM in reviewing the pending federal regulations impacting the Nations oil and gas resources and coordinates with the U.S. Bureau of Indian Affairs (BIA) on compliance of lease provisions, including termination of leases.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of petroleum engineering methods and practices as related to the recovery, production, evaluation, inspection, and protection of Navajo oil and gas resources.

Knowledge of federal, state and Navajo Nation laws, rules and regulations related to the drilling, production, and transportation of oil and gas.

Knowledge of accounting principles and practices to accurately manage and track revenues generated from sales of oil and gas.

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Knowledge of economic principles and practices to successfully develop and assess fair market data to obtain optimum revenue return for the Nation's hydrocarbon resources.

Knowledge of economic forecasting measures and methods.

Knowledge of occupational safety and health regulations and practices in the petroleum industry.

Knowledge of environmental safety and protection regulations related to oil and gas operations.

Knowledge of oil and gas field inspection and investigation techniques and methods.

Knowledge of management and administration methods and practices.

Knowledge of computer hardware, software and peripheral.

Skill in developing data, financial analysis, and economic trends to assist in contract negotiation.

Skill in written and verbal communication.

Skill in monitoring and inspecting drilling, production and transportation of oil and gas.

Skill in maintaining accurate records and reports related to inspections and investigations.

Skill in gathering, researching, analyzing and interpreting technical data and drawing valid conclusions.

Skill in utilizing public relations techniques when responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

Ability to apply sound professional judgment in rendering opinion and recommendations as an expert petroleum engineer.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires occasional field work carrying 50 pounds of inspection, testing and protective apparatus equipment over rough terrain in all weather conditions with potential exposure to toxic fumes, chemicals and gases.

MINIMUM QUALIFICATIONS: A Master's degree in Petroleum Engineering; and six (6) years of oil and gas exploration, development and valuation experience, three (3) years of which must have been in a supervisory capacity; or a Bachelor's degree in Petroleum Engineering; and seven (7) years of oil and gas exploration, development and valuation experience, three (3) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS: Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.